



1. Call to Order:

10:03 AM MDT, Chairman Ted VanderSchaaf called the meeting to order.

2. Attendance/Roll Call:

Governing Body Present: Board Chairman Ted VanderSchaaf, Board Member Steve Sutton, Board Member Aron Bennett

Governing Body Virtual: Board Member Jay Smith

Governing Body Absent: Board Member Bruce Billington

Agency Staff, Guests Present: State Brand Inspector Cody Burlile, Brand Department Business Operations Specialist Jenny Ybarra, Tyler Idaho Jeff Walker

3. Action Item – Vote: Approval of June 4, 2026, 2nd Quarter Brand Board Meeting Agenda.

A motion to approve June 4, 2026, 2nd Quarter Brand Board Meeting Agenda was made by Board Member Aron Bennett and seconded by Board Member Steve Sutton. Motion passed without objection.

4. Action Item – Vote: Approval of March 26, 2026, 1st Quarter Brand Board Meeting Minutes.

A motion to approve March 26, 2026, 1st Quarter Brand Board Meeting Minutes was made by Board Member Steve Sutton and seconded by Board Member Aron Bennett. Motion passed without objection.

Following approval of the minutes, a recommendation was made to move Agenda Items #9 & #10 to follow Item #4. A motion to amend the agenda order was made by Board Member Aron Bennett and seconded by Board Member Steve Sutton. Motion passed without objection.

5. Mobile Brand Inspection Software (Update/Discussion) – State Brand Inspector Cody Burlile, Tyler Idaho General Manager Jeff Walker

Burlile introduced Jeff Walker to the Board. Walker provided the Board with an update on the project, which has been undergoing customization and enhancements over the past three years to meet specific needs of the Idaho Brand Department.

Walker reported that both the Idaho Brand Department and Tyler Idaho are prepared to complete the project; however, progress has been delayed the last 12 months due to the mandated Idaho Technology Services (ITS) information technology consolidation. Project is currently awaiting ITS review and approval to move forward.

6. Action Item – Tyler Idaho Mobile App Maintenance and Support Agreement (Review/Discussion/Vote)
– State Brand Inspector Cody Burlile, Tyler Idaho General Manager Jeff Walker

Burlile and Walker reviewed the **enclosed purchase order** for State contract/agreement AR3764. The **testing services, associated costs, and ongoing maintenance and support provisions** outlined in the agreement were explained and discussed in detail. Burlile and Walker are hoping that ITS can complete its tasks under the agreement by July 1st.

A **motion to approve State Contract/Agreement AR3764** was made by Board Member Aron Bennett and seconded by Board Member Steve Sutton. **Motion passed** without objection.

7. Cash Flow/Operating Expense (OE) Report/YTD Head Count – State Brand Inspector Cody Burlile;
Business Operations Specialist Jenny Ybarra

Cash Flow - Burlile reported on the balances of the **15 and 16 accounts**. The **15-account** had an April month-end balance of **\$216,354.73**, while the **16-account** had an April month-end balance of **\$900,077.83**, resulting in a **combined total balance of \$1,116,432.56**. This represents an **increase of \$202,388.52 in combined funds** compared to the February 2026 month-end balance reported at the 1st Quarter 2026 Board Meeting.

Burlile mentioned that the **second Brand Renewal notices have been mailed**, and approximately **1300 brands have been renewed** through the end of May. He also noted that **approximately \$260,000 in revenue is yet to be renewed**.

No transfers were made from the 16-account to the 15-account during the past 9 months (September-May). But anticipating a transfer in late June or July due to OT payoffs and 3 payrolls in July.

The **Monthly Profit/Loss Log** currently reflects an FY26 **year-to-date profit of \$183,684.61** as of **April month-end**. Burlile reported that the department generated a profit of \$88,650.63 in **March, marking the first profitable month since June FY23 (33 months)**. **Profits are attributed to fee changes, brand renewals and the decision to delay the purchase of new trucks**. Burlile reports that **renewals are still expected to generate approximately \$140,000 in additional revenue to the 16-account for FY26**.

OE Report – The **15-account Operating Expense Log** for March and April was provided to the Board, along with the **WEX fuel bill spreadsheet** for review.

YTD Headcount – Burlile reported that April FY26 **headcount** shows **1,899,697 total inspections (July through April)**, representing an **increase of 73,836 total inspections** compared to the same time FY25.

YTD inspection activity remains **strong** compared to previous years. The graph reflects **strong numbers in January, average activity in February and March, and particularly strong in April**.

May Activity: Inspection numbers for May, to date, indicate the month **may close below average**. The Board again **discussed the possibility of future declines in headcount**, noting that numbers have remained strong but **expressing uncertainty regarding when such declines might occur**.

8. Accounts Receivable Report - State Brand Inspector Cody Burlile

*Burlile reviewed the enclosed **Accounts Receivable (AR)** report for February through April.*

- ***Total outstanding AR as of the end of April: \$491,037.54***
- ***Total AR outstanding: 15%***
- ***AR more than 30 days past due: \$74,990.35***
- ***AR more than 90 days past due: approximately \$5,800***

9. Personnel Report - State Brand Inspector Cody Burlile

Burlile reported the following personnel updates:

***Lewiston:** The part-time Brand Inspector position has been filled as of May 26; Lewiston is now fully staffed.*

***Caldwell District:** This district remains fully staffed, with no injuries or vacancies reported.*

***Twin Falls:** This district remains fully staffed, with no injuries or vacancies reported.*

***Idaho Falls:** There are currently two full-time Brand Inspector vacancies and one part-time Office Specialist opening. Brand Inspector positions have been posted, and applicants are being reviewed for the 4th time.*

Burlile reported on the upcoming In-Service staff training scheduled for August, with additional district training planned throughout December. He noted that the training has been divided into blocks this year to help reduce upfront costs. District firearms training will also be conducted throughout the summer.

Old Business

10. FY28 Budget Items (Discussion) – State Brand Inspector Cody Burlile

*Burlile discussed the planned **FY28 replacement items to include 6 trucks, laptops and tablets.** He also discussed the need for **additional appropriations for fuel expenses and the new ongoing ITS charges.***

11. Media Presence (Update/Discussion) – State Brand Inspector Cody Burlile

*Burlile discussed **current media coverage regarding livestock cases** throughout the state and noted that an **Idaho State Police Detective** has been assigned to assist Brands with related cases when needed. The detective has livestock experience and knows the industry well. This will be a great asset to help with investigations.*

*There was also follow-up discussion regarding the Brand Board's social media presence, including plans to take a **group photo at the next Board meeting.***

New Business

12. Idaho Beef Council – Producer Education Tear-sheet & Auction Market Initiative (Discussion) – State Brand Inspector Cody Burlile

Burlile discussed the enclosed Idaho Beef Council (IBC) producer education tear-sheet, as well as the IBC's auction market initiative to collect the \$.50 assessment on out-of-state cattle coming to Idaho auction markets.

13. Additional New Business (As brought forth for consideration)

Burlile mentions the upcoming ICA Summer Roundup, scheduled for June 22-23 and indicated he does not currently see a need for attendance this year which will save on travel costs. Burlile also mentions the ILIA Conference, scheduled for July 19-22 in Layton, Utah, and said he planned to have 5-6 staff attend the conference. Travel will be consolidated to lessen agency expenses.

14. Action Item - Executive Session (if necessary, as identified in subsections of 74-206 i.c.)

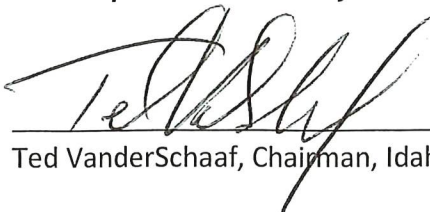
No executive session was held.

15. Schedule 3rd Quarter 2026 Brand Board Meeting (Discussion)

3rd Quarter Brand Board Meeting scheduled for September 3, 2026, 10:00 am.

16. Adjournment:

A motion to adjourn was made by Board Member Aron Bennett and seconded by Board Member Jay Smith. Motion passed without objection.



Ted VanderSchaaf, Chairman, Idaho Brand Board

9/3/26

Date



Cody D. Burlile, State Brand Inspector/Secretary

9/3/26

Date